



SMALL BUSINESS AND THE STATE OF INDIANA

**WORKING TOGETHER FOR
A STRONGER TOMORROW**

DIRECTOR'S OFFICE

Erin Kremer, Director

- ekremer@idoa.in.gov
- 317-232-3032

Myra Wilson, Deputy Director of Administrative Support

- mwilson@idoa.in.gov
- 317-233-0394

Teresa Deaton-Reese, CPPB, Deputy Director of Buying

- tdeaton@idoa.in.gov
- 317-233-3818

LET US KNOW YOUR OUT THERE

- On line registration now available at www.in.gov/idoa/register or www.in.gov/buyindiana
- www.in.gov/idoa/proc (for all your procurement needs)



WHAT DO I NEED TO BECOME A BIDDER

- Register your business on-line.
www.in.gov/idoa/register
- Register with the Secretary of State
www.in.gov/sos/

How Do I Find Out About Opportunities?

- Check the IDOA Procurement Website (www.in.gov/idoa/proc) bids posted daily
- Bidders/Vendors will receive e-mail notification based on the UNSPSC Code selected at the time of registration when an opportunity in your area is available.
- Bids are advertised in the Indianapolis Commercial & Reporter, Frost Illustrated, (Ft Wayne) Gary Info, Gary Crusader, and Indiana Herald.

Buy Indiana

- www.BuyIndiana.IN.gov

Bidder Registration

Buy Indiana Directory

Solicitation Opportunities

IDOA PROCUREMENT PROCESS

- State agencies have delegated procurement authority under specific dollar amounts
- Over agency delegation IDOA Procurement Division is responsible for bidding process
- Procurement Process is fast becoming electronic (e-procurement)
- IDOA is the official procurement agent for All State Agencies

Purchase Processes

- Less than \$2,500
- Normally done at agency level
 - Telephone quotes
 - Faxes
 - Paid by SDO/Claim Voucher

Process (cont...)

- Purchases \$2,500 - \$75,000
- Some agencies have approval up to \$75,000
 - RFQ package is used to solicit
 - 7 days for responses
 - Fax quotes accepted
 - Pay by purchase order/claim voucher

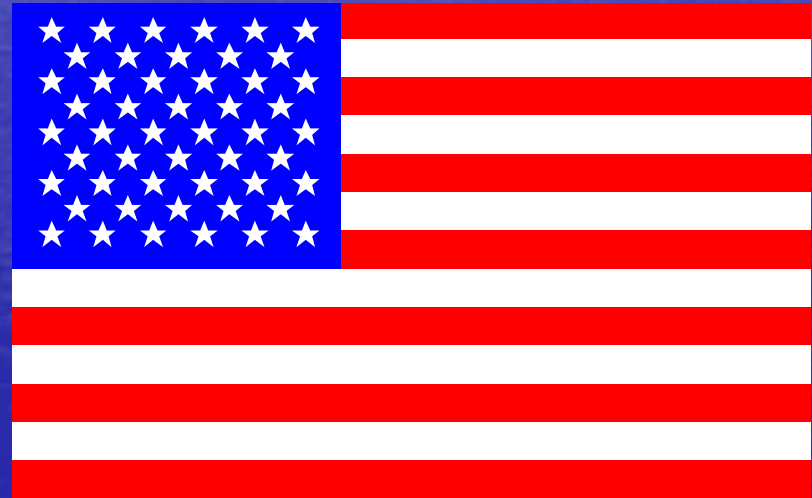
Process (cont..)

- Purchases greater than \$75,000
- Accomplished by IDOA Procurement
 - Invitation to bid packet used
 - Advertised twice, one week apart
 - Respond in 7 days from 2nd advertisement
 - Pay by purchase order
- Request for Proposal (RFP)
- Quantity Purchase Agreement (QPA)

Absolute Preferences/Programs

- US Manufactured
 - IC 5-22-15-21

US Manufactured
50% of the cost of all components



Absolute Preferences/Programs Contd.

- Steel Products -
purchases of \$10,000 or
more
- IC 5-22-15-25
- Coal Mined in Indiana
- IC 5-22-15-22



Pricing Preferences

Recycled Preference
IC 5-22-15-16 & 17

15% Pricing Preference

Requirements:

30% Recycled Content for White Copy
Paper

20% All other Products



Pricing Preferences Cont.

Indiana Business

5-22-22-15-20.5

5% Pricing Preference

Indiana Small Business

IC 5-22-15-23

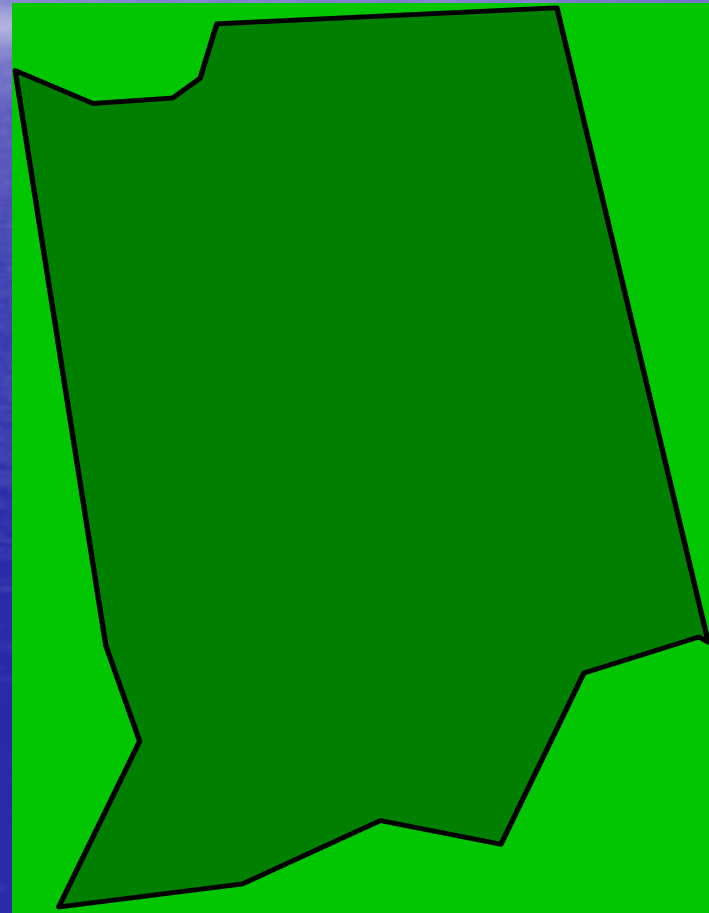
15% Pricing
Preference

Wholesale

Retail

Service

Manufacturing



Pricing Preferences Cont.

Soybean Oil Based Ink
IC 5-22-15-18
10% Pricing Preference



Soy diesel/bio diesel
IC 5-22-15-19
10% Pricing Preference

Food/Beverages with high level
of calcium
IC 5-22-14-24



E-Procurement What Does That Mean for ME

- No cost to the vendor to participate
- Need access to a computer
- Can view all bids on-line
- Ultimately be able to forward bid on-line
- Ultimately be able to view bid results on-line
- Ultimately receive award on-line

What Does That Mean for ME

- Access to more bid opportunities on a real time basis
- E-mail notification of bid opportunities in the areas in which you registered in the near future

Who Can Help

- Procurement Buyers - 7 BUYERS
 - **Susie Smith** (232-3197)
 - **Becky Taylor,** (232-1982)
 - **Cindi Atkinson,** (232-3040)
 - **Kathy Harrington,** CPPB Team Lead (232-8115)
 - **Donna Adrian,** (232-3035)
 - **Mark Hempel,** (232-2498)
 - **David Gudal,** (232-3468)

Help (cont...)

- Vendor Registration
 - Shirley Houston (232-6870)
- Technical Assistance
 - Michael Sturm (233-0573)
 - Kathy Evans (233-3757)

?? QUESTIONS ??